

Child and Young Person Protection Procedures

- a guide for parents and carers.

The Senior Designated Safeguarding Lead (DSL) for Child and Adult Protection at the Sybil Elgar School is [Lucy Burholt](#), Deputy Principal.



If there are concerns that a child or young person is: not safe, scared, at risk of abuse, has any unusual or unexplained injuries or marks, makes a disclosure or if someone makes an allegation the first priority is to make sure that the child or young person is safe and then to alert the person on duty with responsibility for Child and Adult Protection immediately.

Opportunity is given in confidence to discuss concerns and to share any information and an entry in our secure electronic recording and reporting system CPOMS.

It is not the role of staff to investigate nor to alert others to their concerns. Senior trained staff work in partnership with safeguarding teams and direct class-based staff accordingly. All information is treated with confidentiality and respect.

Initial actions are agreed, always making sure that the child or young person is safe, not at risk of any harm and receives medical treatment as appropriate and that parents and carers are informed as soon as is possible.

We always welcome reflections on care practice and people coming forward if there are any questions or concerns about what we do. Please also see our Whistleblowing Procedures and our Complaints Policy on our website.

We work openly and transparently, which may include consulting and working with Social Workers, Health professionals and the Police. Our safeguarding systems and practices are regularly monitored and audited, including by OFSTED.



If Lucy is not available then concerns can be shared with trained Senior Staff on each site, or with [Chloe Phillips](#), Principal.

For our children aged 4 – 16 at our Havelock Road site this is [Thea Smit](#).

For our young people aged 16 – 22 at our Woodlands site this is [Anne Williams](#), Deputy DSL and Family Liaison Manager.

If the concern includes Lucy, Chloe, Anne or Thea then the report can be made directly to the Local Authority Designated Officer ([LADO](#)) for Ealing.

If you have a concern about your child's safety and wellbeing at school and you feel unable to discuss with school staff you can also contact the Chair of Governors, the NAS Responsible Individual, NSPCC or the Police.

All Children
deserve to feel...



All actions taken are in line with the Schools' Safeguarding Children and Young People Procedures which are agreed with ESCB which are directed by Keeping Children Safe in Education, updated September 2022. More information about safeguarding procedures are available in our Safeguarding Policy, which is on our website, in the 'London Child Protection Procedures', the 'Yellow Book Ealing Safeguarding Procedures' and the 'Guidance for Safer Working Practice for Adults who Work with Children and Young People'

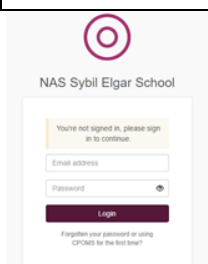


books www.ealing.gov.uk/services/social_services

Safeguarding Children Policy Appendix 1: Essential Contact Information

Designated Safeguarding Lead / Child Protection Officer	Lucy Burholt Lucy.Burholt@nas.org.uk
Deputy Designated Safeguarding lead	Anne Williams Anne.Williams@nas.org.uk
Additional staff who are trained Designated Safeguarding Leads:	Thea Smit Thea.Smit@nas.org.uk Chloe Phillips Chloe.Phillips@nas.org.uk Padmaja Namballa Padmaja.Namballa@nas.org.uk Marius Roteliuc Marius.Roteliuc@nas.org.uk Ani Angelova Ani.Angelova@nas.org.uk Paul Kavanagh Paul.Kavanagh@nas.org.uk
<p align="center">Our school / service contact number is:</p> <p>020 8813 9168 (Main number and Havelock)</p> <p>020 87529617 (Woodlands)</p>	
Nominated governor for safeguarding and child Protection	Jill Bainton
Chair of Governors	Felicity Chadwick-Histed Felicity.Chadwick-Histed@nas.org.uk Helen Roberts Helen.Roberts@nas.org.uk
Local authority Designated Officer (LADO) for Allegations against an adult working with children	Paul Andrews (LADO) 020 8825 8930 asv@ealing.gov.uk
Police (Emergency)	999
Police (Non-Emergency)	101
Department for Education helpline contact details for extremism / radicalisation concerns:	020 7340 7264 Ealing Prevent co-ordinator, Nazia Matin Tel: 020 8825 8895 matinn@ealing.gov.uk
Local authority Channel Referral Contact Details	Ealing Council children's services 020 8825 8000 (ECIRS) Child protection advisers Ealing Child protection duty desk 020 8825 8930
NSPCC	www.nspcc.org.uk 0808 800 5000
NSPCC Whistleblowing helpline	0800 028 0285
ChildLine	www.childline.org.uk Telephone: 0800 1111
Safecall (independent whistleblowing point of contact)	0800 915 1571 www.safecall.co.uk/reports Email - nas@safecall.co.uk
The Forced Marriage Unit:	www.gov.uk/stop-forced-marriage Email - fmufco@fco.gov.uk 020 7008 0151
CEOP, the Child Exploitation and Online Protection Centre	www.ceop.police.uk

<https://sybilelgar.cpoms.net>



What to do if you are concerned about a child or young person...

I have a concern about a child or young person. I think that they are at risk of harm or abuse.

Make an entry on CPOMS from home or in an emergency email / phone the DSL, or Manager as soon as possible

It's the DSL or the Principal that I've got the concern about...

1st make sure child / young person is safe from harm, ensuring they are supported appropriately with 1st Aid, 999 if an emergency, etc.

I've gone off shift and just remembered...

Contact the DSL immediately if the child has sustained significant / suspicious injuries or if sexual abuse is suspected. Contact the Principal if allegation against a member of staff

None of the DSLs are available or I couldn't log onto CPOMS at work...

There is always a professional you can report to in confidence. If not the DSL, then you can report to the Principal. If the concern is about them you can report directly to Ealing Safeguarding Board (ESB), LADO, Safecall or to Helen Eysers, our Responsible Individual. See notice boards, Policy and website for contact information.

If the concern is not an emergency report on CPOMS directly at your first available opportunity

If you are not sure whether to record this, have any questions or would just like to talk this matter through do meet with the DSL who will be able to listen and help you to gather your thoughts. It is not the DSL's role to investigate

Your instincts and feelings are important, however be prepared to discuss your concerns objectively and to cross reference with bodychecks, welfare notes, etc.

Remember this is confidential. Do not discuss with other staff or parents unless directed by the DSL

Following your entry in CPOMS or your discussion with the DSL you may be asked to complete some further actions. This may be something around monitoring or supporting the child or you may be asked to supply more information

I'm really upset and worried about all of this ...

Your role is now complete other than confidentially following agreed actions and updating the DSL of any further concerns. They will now follow their safeguarding procedures.

You might not be given updates; however, we can find someone that you can talk to in confidence or you can phone Employee Assistance Programme on 0800 072 7072



Lucy Burholt, Senior DSL
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